

Cashing Out Leave

We understand that sometimes in life it's not always possible to take time away from the business.

For this reason, we offer the ability for team to cash out annual leave.

For further information on how to cash out leave, please go to your Dayforce profile and find the 'Cash Out Leave' form.

There is a different policy for AU & NZ, please ensure you are reading the correct policy.

Alternatively, you can email
people@accentgr.com.au
for further information.

Scroll & Read
the Cash Out Leave Policy below



1. PURPOSE OF THE POLICY

This policy outlines the guidelines and conditions under which team members may request to cash out a portion of their annual leave balance.

While we offer the option to cash out leave entitlements, we strongly encourage all team members to prioritise taking their leave to rest, recharge, and maintain a healthy work-life balance.

2. ELIGIBILITY CRITERIA

- 2.1 Team members must have a minimum balance of 4 weeks of accrued leave to be eligible for a cash-out request.
- 2.2 Team members who have less than 4 weeks of accrued leave are not eligible to cash out any portion of their leave which is required under the Fair Work Act 2009.
- 2.3 The cash out request must be agreed to by both the employer and team member in writing (e.g. via the Dayforce form).

3 CONDITIONS OF CASHING OUT LEAVE

- 3.1 Team members can request to cash out a portion of their accrued leave, provided the remaining leave balance does not fall below 4 weeks after the cash-out.
- 3.2 If the team member is covered by the General Retail Industry Award ("GRIA"), then no more than 2 weeks of annual leave can be cashed out in a 12-month period.
- 3.3 This limitation does not apply to Support Office team members; however, cash-out requests from these team members will be assessed on a case-by-case basis. It is likely that no more than 2 weeks will be able to be cashed out in a single instance.
- 3.4 A formal request must be submitted to the team member's manager for approval. The manager has the discretion to approve or decline the request based on operational needs and team member circumstances.

Approval Process:

- 3.5 Leave cash-out requests must be submitted via the Cashing Out Leave form in Dayforce.
- 3.6 If the team member is under the age of 18, the request must include a written letter of approval from the parent or guardian.
- 3.7 The request will be reviewed by a member of the HR and/or Payroll team to ensure eligibility.
- 3.8 The team member's manager will review the request and either approve or deny it based on eligibility and business requirements.
- 3.9 If approved, the cash-out request will be forwarded to Payroll for processing.

Payment and Processing

- 3.10 Cash-out payments will be processed through the standard pay cycle. There will be no separate or expedited processing of cash-out payments.
- 3.11 The payment will be taxed in accordance with applicable legislation and added to the team member's regular pay in the designated pay cycle.
- 3.12 Team members should be aware that cashing out leave is subject to tax as per the Australian Taxation Office (ATO) guidelines.
- 3.13 The team member's leave balance will be reduced accordingly once the cash-out is processed. The reduction will reflect in the following payroll cycle.

Limitations

- 3.14 Team members may not be able to request multiple cash-outs within the same calendar year unless exceptional circumstances apply and the request is approved by senior management.
- 3.15 Leave cash-outs cannot be used as a substitute for taking annual leave, and team members are encouraged to maintain a healthy work-life balance by taking regular leave breaks.
- 3.16 Personal leave is not able to be cashed out.
- 3.17 Long service leave is able to be cashed out but equally within limit and at the discretion of the business.

4. COMMENCEMENT OF POLICY AND REVIEW

The Policy will commence on 9 October 2024.

The responsibility and ownership of this policy is with the HR team at Accent Group. They can be contacted individually or via people@accentgr.com.au

This policy will be reviewed regularly, and any changes will be communicated to team members in writing. Management reserves the right to amend this policy at any time, in compliance with employment laws and operational requirements.

1. PURPOSE OF THE POLICY

This policy outlines the guidelines and conditions under which team members may request to cash out a portion of their annual leave balance.

While we offer the option to cash out leave entitlements, we strongly encourage all team members to prioritise taking their leave to rest, recharge, and maintain a healthy work-life balance.

2. DEFINITIONS

- 2.1 **Entitled Leave:** The full amount of leave an employee is entitled to after completing a full entitlement period, such as their work anniversary.
- 2.2 **Accrued Leave:** Leave that is earned progressively during the entitlement period but has not yet reached the full entitlement.

For example, after 6 months, an employee working 40 hours per week will have 2 weeks of accrued leave. At 2 years, if the employee has taken 2 weeks of leave, they will have 2 weeks entitled leave and 4 weeks accrued.

3. ELIGIBILITY CRITERIA

- 3.1 Team members must have a minimum balance of 4 weeks of accrued leave to be eligible for a cash-out request.
- 3.2 Team members who have less than 4 weeks of accrued leave are not eligible to cash out any portion of their leave which is required under the Fair Work Act 2009.
- 3.3 The cash out request must be agreed to by both the employer and team member in writing (e.g. via the Dayforce form).

4. CONDITIONS OF CASHING OUT LEAVE

- 4.1 Team members can request to cash out 1 week of their entitled leave in a 12-month period, provided the remaining balance does not fall below 4 weeks after the cash-out.
- 4.2 A formal request must be submitted to the team member's manager for approval. The manager has the discretion to approve or decline the request based on operational needs and team member circumstances.

Approval Process:

- 4.3 Leave cash-out requests must be submitted via the Cashing Out Leave form in Dayforce.
- 4.4 If the team member is under the age of 18, the request must include a written letter of approval from the parent or guardian.
- 4.5 The request will be reviewed by a member of the HR and/or Payroll team to ensure eligibility.
- 4.6 The team member's manager will review the request and either approve or deny it based on eligibility and business requirements.
- 4.7 If approved, the cash-out request will be forwarded to Payroll for processing.

Payment and Processing

- 4.8 Cash-out payments will be processed through the standard pay cycle. There will be no separate or expedited processing of cash-out payments.
- 4.9 The payment will be taxed in accordance with applicable legislation and added to the team member's regular pay in the designated pay cycle.

- 4.10 Team members should be aware that cashing out leave is subject to tax as per the Inland Revenue (IR) guidelines.
- 4.11 The team member's leave balance will be reduced accordingly once the cash-out is processed. The reduction will reflect in the following payroll cycle.

Limitations

- 4.12 Team members may not be able to request multiple cash-outs within the same calendar year unless exceptional circumstances apply and the request is approved by senior management.
- 4.13 Leave cash-outs cannot be used as a substitute for taking annual leave, and team members are encouraged to maintain a healthy work-life balance by taking regular leave breaks.
- 4.14 Personal leave is not able to be cashed out.

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